

GLOSSARY/ACRONYM

(Revised 10/02)

- A -

ACADEMIC CALENDAR	Lists actual work days/holidays by month, quarter, semester, and year for academic employees in CSU and Department of Education, Special Schools. Used in lieu of "Nearly Equal Pay Period."
ACADEMIC EMPLOYEE	Employees who teach for an academic year but receive payments for 12 months each year. Work days are based on the academic year calendar for each campus. May be employed in CSU or Department of Education, Special Schools. Use 1/210 or 1/1680 dock formula.
ACTIVE BATCH	A Batch that is Empty, Saved or Closed.
ADDITIONAL POSITION	A position in addition to employee's primary employment. Additional position may be with the same or different appointing power. May be appointed to the same or different tenure or time base.
AGENCY CODE	A three-digit numeric code assigned to a agency/department that identifies that agency for personnel/payroll use.
ALTERNATE FUNDING	Position number other than the employee's regular position number where pay is to be issued from; (e.g. the blanket serial number for overtime pay).
ALTERNATE FUNDING CODE	An operator assigned code (alpha or numeric) which identifies the alternate funding position number entered on the BATCH ENTRY screen.
APPOINTING POWER	A person or group (such as an agency/department) defined by statute that has the authority to make appointments.
AUDIT (Payroll Use)	<ol style="list-style-type: none">1. A manual examination/review of documents by Payroll Operations for compliance with legal/system requirements.2. An electronic data process with programmed audit conditions.
AUTHORIZED SIGNATURE	Signature of person authorized by each Appointing

(Reporting Officer) Power (or deputy) to sign various types of payroll documents, certifying that the information is complete, correct, and in accordance with all laws and regulations.

- B -

BATCH BALANCE STATUS Identifies if a batch is in balance (IN) or out of balance (OUT) on the BATCH ENTRY/BATCH INQUIRY screen.

BATCH CREATION METHOD (BCH CREATE MTHD) Identifies whether a batch is scratch (S) or preloaded (P) from the BATCH DIRECTORY or BATCH SELECTION screens.

BATCH DIRECTORY (DIR) Provides a list of closed, saved, empty, deleted and processed batches that may be selected for detail inquiry.

BATCH ENTRY The screen used to enter the batch totals and any Alternate Funding information if applicable on this screen.

BATCH ENTRY (ENT) Selection on the T/A Menu screen which allows the operator to enter or re-enter a batch.

BATCH IDENTIFIER (BATCH ID) Assigned number to identify a batch.

BATCH INQUIRY (BCH) Is the Inquiry screen containing the same information as the BATCH ENTRY screen.

BATCH SELECTION (SEL) Provides a list of closed, saved and empty batches that may be selected for detail update, will only display deleted and processed batches when requested in Batch Status field.

BATCH STATUS Identifies the status of a batch as closed (CLS), saved (SAV), empty (EMP), deleted (DEL), or processed (PRC).

BIWEEKLY Biweekly refers to a pay plan of two-week increments paid on positive pay. Currently only for Department of Water Resources hydroelectric plant employees.

BONA FIDE ASSOCIATION Groups of state employees or former state employees whose primary purpose is not to represent employees in employer/employee relations with the state.

BUDGET FUNCTION CODE Three-digit code in lieu of reporting unit code.

Identifies a group of employees reporting under a single budgetary control.

BUSINESS MONTH

Accounting period used by SCO. It includes all payroll warrants and adjustments issued from the second of one month through the first of the following month.

- C -

CASUAL EMPLOYMENT

Employees in the trades and crafts paid at prevailing trade rates.

CBID

Collective Bargaining Identification Designation - identifies group representing each employee for employee/employer relations with the state.

CC

Civil Code (State of California)

CCP

Civil Code of Procedures (State of California)

CIVIL SERVICE

A system of employment used in state service by which appointments are usually determined through competitive examinations.

CLEAR KEY

Used to cancel the request and return the operator to the Time and Attendance Menu screen. Also used to signoff the Time and Attendance System.

CLOSE COMMAND (CLS)

A data entry command; used to close a batch for processing.

COMPUTER-GENERATED

Information produced automatically by the computer from the Employment History or Payroll files.

CONTROL AGENCY

Term used to refer to those state agencies that by law, regulation, or policy exercise control over other agencies; e.g., DOF, DPA, SPB, SCO.

CONTROL KEYS

Pre-programmed keys which perform specific functions.

COPY COMMAND (CPY)

A data entry command; used to create a duplicate copy of any existing batch.

CREATE DATE

The date the batch was created.

CRT

Cathode Ray Tube is a device equipped with a keyboard and display screen used to update and request information from computers. Also referred to

as a "terminal".

CSU

California State University

CUTOFF DATE

Final day each pay period for submitting/processing documents affecting payroll for monthly/semimonthly employees.

- D -

DATA BASE

Collection of data organized for rapid search and retrieval by computer.

DECENTRALIZED

Process whereby agency/campus may enter personnel/payroll information on-line.

DELETE COMMAND (DEL)

A data entry command; used to delete a batch from processing.

DELETED BATCH (DEL)

A batch that is deleted/inactive. Inactive batches cannot be updated. Information can be accessed from the PIP Inquiry System.

DETAIL TRANSACTIONS

Refers to the Time and Attendance, Dock or Miscellaneous screens.

DGS

Department of General Services

DIRECT DEPOSIT

Method by which the State Controller's Office automatically deposits employee's payments into their designated bank accounts.

DOCK UPDATE (DCK)

Used to access a detail screen within a batch to key dock requests.

DOE

Department of Education

DOF

Department of Finance - a control agency responsible for funding state positions.

DPA

Department of Personnel Administration - a control agency that interprets and administers the statutes, rules, and procedures pertaining to salaries and benefits for civil service, Finance exempt, and statutory employees.

DUP KEY

Duplication of data. Duplicates information that is the same from the corresponding line on the previous record.

- E -

EAR	Employee Action Request (Std. 686) - a form used by all state employees to report employee information such as name, address, tax allowances, etc.
EARNINGS ID	A unique number or letter or set on numbers(s) and/or letter(s) up to 4 characters that identifies a specific type of pay.
EHDB	Employee History Data Base (see Employment History).
Enhanced NDI Calculator	The calculator computes the NDI pay and leave supplementation requirements based solely on the data. entered by the user. The calculator does not use employment history and payment history information. See Web site: http://www.sco.ca.gov/ppsd/endi/endi_calc.xls
EMPLOYEE INQUIRY (EI)	Used to inquire pay requests for a specific employee.
EMPLOYEE TIME CERTIFICATION (ETC)	Used to access a detail screen within a PIP batch to key employee time certifications (RETROACTIVE).
EMPLOYMENT HISTORY	Personnel records of employees maintained by PPSP, Personnel Operations, on a centralized computer data base.
EMPTY BATCH (EMP)	The status of a batch when no detail transactions were keyed or selected.
ERASE EOF KEY	Used to erase information within a field.
EXEMPT	Employees appointed or elected to state government positions without competing in the civil service examination process.
EXEMPT AUTHORITY	Salary setting bodies and/or appointing powers for exempt positions. Includes: DPA Exempts, Judicial Council, CSU, Conservation (CCC).
EXISTING BATCH	A Batch that is created and maintained on the PIP system. The Batch Status can be Empty (EMP), Saved (SAV), Closed (CLS), Deleted (DEL) or Processed (PRC).
EXTRACT	The method of pulling batches off of the system to

process the data.

- F -

FC	Family Code (State of California)
FORMAT TYPE	Refers to the Time and Attendance, Dock and Miscellaneous Payroll formats.
FRACTIONAL TIME BASE	Six digits identifying the employee's time base if other than full-time, intermittent, or indeterminate. First three digits are the numerator; the last three digits the denominator; e.g., one half time = 001/002.

- G -

GC	Government Code (State of California)
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- H -

HARD COPY	A printed paper copy of computer output in readable form.
HEADER (Payroll)	Indicates the name of the agency/campus, reporting unit, name of fund, identification of appropriation, (chapter, item number, etc.) and fiscal year. Always printed on warrant registers and attendance reports.
HEALTH BENEFITS	Health insurance available to state employees who qualify under PERS restrictions.

- I -

IDL	Industrial Disability Leave - a benefit paid in lieu of TD for members of PERS/STRS.
INACTIVE BATCH	A batch that has been processed (PRC) or deleted (DEL). Inactive batches cannot be updated. Information can be accessed from the PIP Inquiry System.
INTERCHANGEABLE CLASS	Used for specific classes to promote the policy of recruiting employees at entry level and promoting later to a journeyman level without additional budgetary action.
INTERFACE	The transfer of data/information between computer

systems such as between Employment History and the Uniform State Payroll System

- J -

JRS	Judge's Retirement System
JUSTIFICATION (right/left)	Information placed in proper spaces; i.e., all information entered starting at left margin (left justification) or ending all information at same field on right margin (right justification).

- L -

LC	Labor Code (State of California)
LAST PAGE (LP)	Used only in the Update mode, this command will access the last page of a specific format.
LEAVE ACCOUNTING SYSTEM (LAS)	California Leave Accounting System.
LIAISON UNIT	A unit whose primary function is to receive and respond to telephone inquiries from agencies/campuses concerning documentation, interpretation of the PPM, etc.
LRS	Legislative Retirement System

- M -

MARS	Management Audit and Review Section - a section for internal auditing within SCO, Division of Audits.
MASS UPDATES	Actions affecting many or all records such as GSI, deduction changes, etc. may be processed automatically by SCO.
MASTER PAYROLL	Regular monthly payroll that is prepared as of cutoff date for monthly rate employees in roll codes 1 and 2.
MASTER PAYROLL CERTIFICATION (MPC) SYSTEM	The on-line system used to update the Certification Status on the Attendance Certification File.
MEDICARE	The hospital insurance tax portion of the Federal Insurance Contributions Act (FICA).

MICROFILM	A reel of film bearing a photographic record on a reduced scale of printed material.
MICROFICHE	A sheet of microfilm that contains micro images of records on employees/agencies.
MISCELLANEOUS UPDATE (MIS)	Used to access a detail screen within a batch to key all pay requests except regular pay and dock transactions.
MOU	Memorandum of Understanding - contracts by Collective Bargaining organizations with the State of California.

- N -

NDI	Nonindustrial Disability Insurance - a wage continuation program for state employees who are unable to work due to non-work related illness or injury.
NEGATIVE ATTENDANCE	Payroll is prepared in advance of payday and attendance certification based on the premise the employee will receive a full month warrant unless reported otherwise.
NEXT ACTION COMMAND (ACTN)	A field used to request a command.
NONACADEMIC EMPLOYEE	CSU term for employees who provide services that are non-instructional.
NONRESIDENT ALIEN	Any individual who is not a citizen or resident of the United States is a nonresident Alien. An alien individual meeting either the "green card test" or the "substantial presence test" for the calendar year is a resident alien. Any person not meeting either test is a nonresident alien individual.

- O -

OK INDICATOR	For preloaded batches an "X" must be entered in this field to process the employee pay request. For scratch batches an "X" will automatically display when pay is requested and the page has been updated.
OUT-OF-SEQUENCE	Any personnel/payroll action that has an effective

date prior to the most recent transaction.

OUT-PLACEMENT SERVICES,
CSU

Job placement services provided to certain Management Pay Plan (MPP) employees within the CSU system.

OVERTIME MEAL
COMPENSATION

Overtime meal allowance payments, the value of overtime meal tickets and the value of actual overtime meals provided by the employer.

- P -

PAM

Personnel Action Manual - provides instructions for completion and processing of PAR, EAR, NOPA for all employees by departmental offices (except CSU). The Special Projects Bureau of PPSD maintains the PAM.

PAR

Personnel Action Request (Std. 680) - the turnaround form used by departmental personnel offices and Personnel Operations to update employment history for civil service and exempt employees (non-CSU).

PAY ADJUSTMENT REQUEST
(ADJ)

Used to access a detail screen within a PIP batch to key adjustments to pay previously issued.

PAY PERIOD

Designation of the period of time for which payment is made. There are 12 periods in a calendar year containing 21 or 22 work days in each pay period.

PAYROLL INPUT PROCESS
(PIP)

The on-line system used to key PIP documents.

PAYROLL OPERATIONS

A part of the Personnel/Payroll Operations Branch (PPOB) within the Personnel/Payroll Services Division (PPSD) of the State Controller's Office. The primary function is maintaining the Uniform State Payroll System (USPS) and issuing payments under that system.

PAYROLL PROCESSING
CENTER ID (PPC ID)

A two character code identifying a specific department/campus.

PC

Probate Code (State of California)

PERS

Public Employees Retirement System - a control agency responsible for retirement contributions and benefits; also operates the Health Benefit Program.

PERSONNEL OPERATIONS	A part of the Personnel/Payroll Operations Branch (PPOB) within the Personnel/Payroll Services Division (PPSD) of the State Controller's Office. The primary function is the operation and maintenance of the Employment History Data Base.
PIMS	Personnel Information Management System - a manual that provides instruction for completion and processing PPT and EAR for CSU campus personnel offices. The Faculty of Staff Affairs (FSA) maintains the PIMS of the Chancellor's Office.
POSITION NUMBER	<p>A 13-digit code identified as follows:</p> <p>First 3 digits are agency/campus Next 3 digits are reporting unit/budget function Next 4 digits are class codes Last 3 digits are serial identifiers of an individual position within each class.</p>
POSITIVE ATTENDANCE	Payroll is issued from the attendance report.
PPM	<p>Payroll Procedures Manual - provides information, instructions for completing, and submitting payroll documents for all departmental/campus payroll offices.</p> <p>The PPM is maintained in the Special Projects Bureau of PSD. Contact: (tyarbrough@sco.ca.gov)</p>
PPOB	<p>Personnel/Payroll Operations Branch - the operational system of PSD which includes:</p> <p>Payroll Operations Personnel Operations Data Management Tax Support Section Training Unit Process and Control System Analysis and Coordination Support Video On - Line</p>
PPSD	Personnel/Payroll Services Division - a division of the State Controller's Office that provides personnel and payroll related services to personnel and accounting offices as well as control agencies.
PPT	Personnel/Payroll Transaction, (Std. 456) - the turnaround form used by CSU personnel/payroll offices to update Employment History.

PRELOADED BATCH	A system generated batch which lists employee data from the Employment History and Payroll Data Base.
PROCESS AND GO	A process which simultaneously updates the displayed page and displays the next requested action. Process and Go commands are identified in the MISCELLANEOUS section.
PROCESS DATE	The date in which closed batches were extracted for processing.
PROCESSED BATCH (PRC)	A Batch which has processed through the system and is inactive. Inactive batches cannot be updated. Information can be accessed from the PIP Inquiry System.
PROTECT COMMAND (PRO)	A data entry command; used to unprotect fields so data can be keyed or protect fields that do not require entries.
PTM	Personnel Transaction Manual - maintained by SPB that contains their policy and procedures.
- Q -	
QUICK FIND (QF)	Used in conjunction with a SSN, this command will locate a specific employee and list subsequent employees on the remaining lines/page.
- R -	
REFRESH	A data entry command; used to cancel selection(s) on the BATCH SELECTION, BATCH DIRECTORY or EMPLOYEE INQUIRY screens. Also updates the above mentioned screens if new batches or employee records were added at the time of viewing.
REPORT TYPE	A Search Key Field on the BATCH SELECTION and BATCH DIRECTORY to request preloaded batches.
RETIREMENT	May refer to retirement in PERS, JRS, STRS or LRS.
ROSTER	File of employees and/or established positions.

- S -

SACS	System Activities Coordination and Support is a unit within PPSD.
SAM	State Administrative Manual - maintained by DOF and DGS. It is a reference source of statewide policies, procedures, and regulations.
SAVE COMMAND (SAV)	A data entry command; used to save a batch (suspend from processing).
SCIF	State Compensation Insurance Fund - the state agency that administers TD and IDL programs.
SCO	State Controller's Office - the control agency responsible for employment history, payroll, and payment of state claims.
SCRATCH BATCH	An operator created batch which can be used to request all format types (i.e., TA, DCK, MIS) for positive and/or negative employees.
SEARCH KEY FIELD	Used to access specific information. These fields are located on the last line(s) of the screen.
SELECT	A term used when an employee record is to be processed (OK INDICATOR field must indicate "X").
SHIFT AGENCY	An agency that has employees whose regular days off are other than Saturday/Sunday. Not related to shift differential pay.
SHIFT DIFFERENTIAL	A higher rate of pay for employees assigned to work evenings or nights.
SPB	State Personnel Board - a control agency.
STANDARD TIME	Time certified as a full month (21 or 22 days) within a pay period.
STATEMENT OF EARNINGS AND DEDUCTIONS	Direct Deposit Advices and attachments to SCO payroll warrants that show employee's name, agency/unit, SSN, pay period gross, deductions, net, warrant number, and tax year.
STRS	State Teacher's Retirement System
SUAM	State University Administrative Manual - provides basic policy and procedures for the CSU system; it is maintained by the Office of the Chancellor.

SUMMER SESSION FACULTY	<p>CSU - employees who teach in the summer session on an academic unit basis.</p> <p>Department of Education, Special Schools – employees who teach in the summer session on a work day basis.</p>
SUPPLEMENTAL PAYROLL	All payrolls except the master payroll and semimonthly master payroll.
- T -	
T/A MENU	The Time and Attendance Menu allows access to Inquiry screens, to specific update screens, and the Help screens. Only one selection at a time can be made on the T/A MENU screen.
TAD	Turnaround document - PAR, PPT, or EAR documents submitted to PPSD for processing generate an updated document that is returned to the agency/campus. They will "turnaround" the document for the next change to the employee record.
TD	Temporary Disability - benefit paid to state employees injured or ill due to work related action.
TEN MONTH ACADEMIC	<p>CSU term - employees appointed on a ten-month basis. May not be paid for two summer months.</p> <p>Employee is separated or placed on non-pay status if expected to return in the fall.</p>
10/12 PAY PLAN	Employees who work 10 months each year may receive 10 month's salary in 12 payments.
TIME AND ATTENDANCE UPDATE (TA)	Used to access a detail screen within a batch to key Time and Attendance (Form 672) requests.
TURNAROUND TIME	The time elapsed between receipt of documents at Payroll Operations and issue date of warrants.
- U -	
UI	Unemployment Insurance Code (State of California)
UNSELECT	A term used when an employee record is not to be processed (OK INDICATOR field must be blank).

USPS

Uniform State Payroll System

- W -

WARRANT

Authorization for payment from State of California
Treasury (pay check).

WWG

Work Week Group - defines work week/overtime by
classification.